



Louisiana Department of Environmental Quality
PUBLIC RECORDS REQUEST FORM

<http://www.deq.louisiana.gov/pubrecords>

Date: ____ / ____ / ____

- STEP 1:** **COMPLETE** all information in the fields provided. **Please TYPE or PRINT.** You may also complete the online form at <http://www.deq.louisiana.gov/prr>. If you have questions, please call (225) 219-3168 or e-mail publicrecords@la.gov.
- STEP 2:** **SUBMIT** completed form by mail or in-person to Custodian of Records, 1st Floor, LDEQ, P.O. Box 4303, Baton Rouge, LA 70821-4303. You can also fax this form to (225) 219-3175. **DO NOT ATTACH PAYMENT WITH THIS FORM. DO NOT E-MAIL THIS FORM.**
- STEP 3:** **WAIT** to receive a notice of estimated cost. Once received, send payment and copies will be mailed once payment is received, or pick up and pay for your copies. If 10 working days pass after notice is sent and payment is not received, it may be necessary to initiate a new request.

Requestor Information
Please Type or Print

Last Name	First Name	Middle Initial
Organization/Company		
Mailing Address		
City	State	Zip
Telephone () -	Fax () -	

**Payment Method
& Authorization**

CHECK OR MONEY ORDER ONLY.

Duplication Fees

Regular rate: \$0.25 per page

Reduced rate*: \$0.05 per page

Fax rate: \$1.00

CDs or Disks: \$5 per disk + \$25 per hour data processing fee

*Reduced copy fee requires completion of form, [ISD-0005-02](#).

Requestor Information
Please Type or Print

To Expedite your Request, Be as Specific as Possible – Attach Additional Pages to the Form as Necessary. Include the street address of the facility, the document dates, and other details about the type of record of interest to you.

Delivery Information
Check Appropriate Box

- ☐ Segregate records for in-person review. To view the records on a particular date, please list it here: ____ / ____ / ____ . You will be notified when the records are ready for review.
- ☐ Make copies for me to pick-up in person. Cost of copies shall be paid upon arrival by check or money order made payable to *Department of Environmental Quality*.
- ☐ Make copies and mail them to me. Cost of copies and postage shall be paid in advance by check or money order payable to *Department of Environmental Quality*.
- ☐ Make CDs and mail them to me. Cost of copies and postage shall be paid in advance by check or money order payable to *Department of Environmental Quality*.
- ☐ Fax copies to me. Costs for faxed copies shall be paid in advance by check or money order payable to *Department of Environmental Quality*. Copies of 20 pages or less are eligible for fax delivery.

DO NOT WRITE IN THIS BOX.
RESERVED BY CUSTODIAN OF RECORDS.

Total number of copies/CDs made: _____
Total amount received: _____

Total number of data processing hours: _____
Date request closed: _____